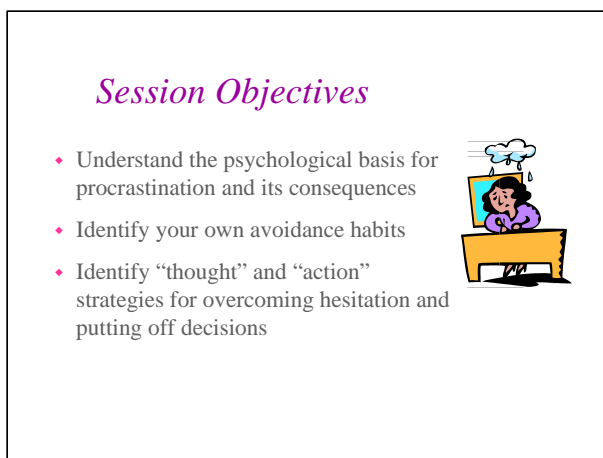
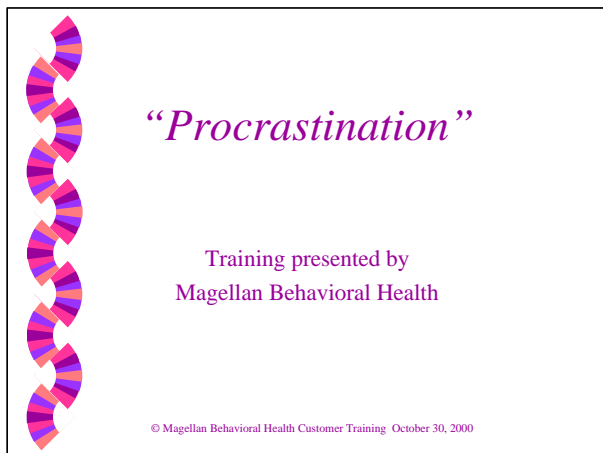


## "Procrastination"

### Note-Taking Outline and Handout

NOTES:

[illegible]

# "Procrastination"

## Note-Taking Outline and Handout

### NOTES:

*“Procrastination is the habit of putting off our things-to-do until later.”*

“Indecision is the thief of opportunity...”

“Unless we conquer this old enemy, our plans will rarely get off the drawing boards of our minds, and we will never get past ‘Go.’ Decision is the best weapon against procrastination.”

Gary Jennings, Overcoming Procrastination, powerhomebiz.com

### *Am I Really a Procrastinator?*

If you don't feel guilty about postponing things...

...and if this hasn't been interfering with your professional and personal life...

...then you're probably not a procrastinator!

### *Why do we procrastinate?*

- ♦ Unpleasant aspect of some tasks
- ♦ Low tolerance for frustration
- ♦ Fear
- ♦ Perfectionism
- ♦ Confusion and poor organization skills
- ♦ Anger and hostility



# "Procrastination"

## Note-Taking Outline and Handout

NOTES:

### *Why Do We Procrastinate, cont'd*

- ♦ Not understanding your priorities
- ♦ Monotony and boredom
- ♦ Fatigue
- ♦ Not taking responsibility; relying on others
- ♦ Insufficient information and resources
- ♦ Anxiety and depression



### *Thought Strategies*

- ♦ Understand and address your resistance
- ♦ Be aware of the “tapes” in your head giving you self-defeating messages



- ♦ Substitute positive messages
- ♦ Be willing to wait for long-term satisfaction

### *More Thought Strategies*

- ♦ Remind yourself of how little time some tasks actually take
  - ♦ Focus on the good feelings you'll experience
- Know your energy levels and moods



## "Procrastination"

### Note-Taking Outline and Handout


NOTES:

## Action Strategies

- ◆ Organize, plan and prioritize
- ◆ Manage your time
- ◆ Divide large jobs into smaller chunks
- ◆ Do a task with someone else
- ◆ Delegate it to someone else
- ◆ Learn to say “no” gracefully



## More Action Strategies

- ◆ Give yourself rewards
  - ◆ Be intentional!
  - ◆ Exercise your option of not doing something
  - ◆ Take time off
- 



## The Look & Feel of Success



# "Procrastination"

## Note-Taking Outline and Handout

### Procrastination Inventory

This inventory will help you identify and address those areas in your professional and personal life where you have been procrastinating.

<i>I have been postponing the following tasks and/or decisions:</i>	<i>My reasons for postponing these tasks/decisions are:</i>	<i>The consequences for not doing/deciding will be:</i>	<i>The strategies I will use to overcome my procrastination are:</i>
<b>Work:</b> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>			
<b>Household/Family:</b> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>			
<b>Personal Development:</b> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>			

## "Procrastination" Note-Taking Outline and Handout

### Action Plan

An action plan will help you make the desired changes in areas of your professional and personal life where you have been procrastinating. A simple task, often postponed, illustrates the process. Although a major decision or project requires more thought and steps, make a start by completing the first two columns, specifying the first step you will take/by when, and thinking of a reward that will motivate you to action.

<b><i>What I will change / What will be or look different</i></b>	<b><i>My overall plan:</i></b>	<b><i>Specific steps I will take/Starting when:</i></b>	<b><i>My reward:</i></b>
<i>I will organize my drawers so I'll be able to find what I want more quickly in the morning.</i>	<i>Organize one drawer per day until all drawers are done.</i>	<i>Add 15 minutes of "drawer organization" time to my nightly routine starting tonight.</i>	<i>When the job is done, keep the 15 minutes every night as "personal time for me" to read and listen to my favorite music.</i>

# **"Procrastination"**

## **Note-Taking Outline and Handout**

### **Learning to Prioritize**

- Articulate and write down your goals. Post your most important personal goal—the one that has the most negative emotional and physical consequences for you if put off or conversely, the most positive consequences if accomplished—on your door, mirror, notebook so you will see it frequently.
- At work, use your planner or other tool to document your most important work goals. Put them in your calendar, either in writing or as an on-screen reminder that greets you each morning when you log on to your computer. Use this technique for all important tasks that must be accomplished by a certain date or completed before other related tasks can be done.
- Keep in mind that some tasks, while important, are not urgent. Determine for yourself which are most important and urgent, and keep them visible.
- Be sure the task you think you “should” do is one that is really important to you, that leads to your goal. If your actions aren’t in line with your intentions, perhaps you should change your intentions, e.g., “I said I would clean the basement this weekend, but it’s more important to spend some time with my parent/child/friend/spouse/me.
- Establish priorities among tasks according to the degree of unpleasantness. Start with the most unpleasant task and work down until you get to the easier ones. Each time you complete one of the more difficult tasks, you will be rewarded with a sense of accomplishment and the motivation to continue.

# **"Procrastination"**

## **Note-Taking Outline and Handout**

### **Managing Your Time Effectively\***

- Break up your goal into little parts. Write out and list the steps you must take to accomplish your goal.
- Write out a plan for yourself. Make a schedule.
- Establish a regular time each day to work toward your goal. Get out of a disorganized lifestyle and make working toward your goal part of your routine.
- Organize your environment, complete with the tools you'll need, so it's conducive to working. Or move yourself to an environment that is conducive to working.
- If you aren't sure how to reach your goal, seek information and advice from someone who can help you.
  - For a work goal or project, plan to consult with your team leader, manager, or a peer who has successfully completed a project in the past. Build this appointment into your schedule.
  - A trusted family member, friend, counselor or spiritual leader may be able to advise you on home or personal decisions that you have delayed making.
- Concentrate on smaller parts of your project; don't think of it as "all or nothing." Do the larger segments during the time of day when you are most productive.
- For a day, pretend that you are a well-organized non-procrastinator. Imagine how you would think and behave. Then behave and think that way...even if only for a few minutes at a time. Give yourself credit for anything you do.
- Forgive yourself a lot. Build procrastination time into your schedule. Call it "creative leisure."
- Start small and build gradually.

\* Source: [www.utexas.edu](http://www.utexas.edu)



# **"Procrastination"**

## **Note-Taking Outline and Handout**

### **References and Resources**

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